

KAYLA OVERBEY

• editor | freelancer •

ABOUT ME

I am a highly motivated professional with experience and knowledge in nearly every genre. I thrive on line editing, copy editing, proofreading, and fact-checking.

In my spare time, I am the Dungeon Master for a D&D campaign and enjoy books, Netflix, geek culture, and my two cats.

EDUCATION

University of Kansas • Lawrence, KS 2014
BA in English | BS in Journalism

NYU SPI • New York, NY 2014
Post-graduate publishing certificate

General Assembly • New York, NY 2016
Certificate in HTML, CSS & Web Design

EXPERIENCE

2018- **Penguin Random House** | Vintage Books, Anchor Books New York, NY
Production Editor

- Oversee and manage the editorial process for 5–10 front list original titles per year
- Convert approx. 60 high-profile KDPG titles per year from hardcover to trade paperback
- Perform proofreading, copy editing, line editing, fact-checking, manuscript formatting, etc., on a daily basis with respect to various style guides
- Prioritized to handle complex projects that require a detail-oriented eye and a mastery of organizational skills

2016- **Self-employed** | www.kaylaoverbey.com/freelance Brooklyn, NY
Freelance Editor, Copy Editor, Proofreader

- Correct errors in spelling, grammar, punctuation, style, and format, paying respect to author voice and suggesting alternative language as needed
- Can proofread on hard-copy pages or electronically via PDF editing
- Pay special attention to and flag biased or insensitive writing in an effort to promote diversity and inclusion for readers of all backgrounds and abilities
- Experienced in fiction and nonfiction titles in nearly every genre and in all age ranges
- Clients include: Random House Children's Books, Sterling Publishing, Macmillan Children's Publishing Group, Hachette Book Group, Little Bee Books, among others

2016–2018 **Sterling Publishing** New York, NY
Production Editor

- Performed proofreading, copy editing, line editing, and manuscript formatting, all while maintaining house style with respect to CMoS and M-W Dictionary
- Oversaw and managed the publication process for approximately sixty children's and adult nonfiction titles per year in fast-paced environment, supervising and approving manuscripts and covers at every stage

2014–2015 **Full Fathom Five** | Full Fathom Five Digital Darien, CT
Managing Editor of Digital Publications

- Self-taught ebook conversion and print typesetting skills to bring production in-house
- Converted ebook files to industry standards for retailer distribution; revised 50+ backlist titles to improve catalog consistency and title promotion through back ads
